

# Crete Public Library Policies & Procedures Handbook

*Revised and approved 8/13/03*

# Crete Public Library

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.....**100 General Library Objectives and Goals**.....

The following policies and objectives were prepared by the board of Trustees of the Crete Public Library. The policies are intended to serve as directives of the Board regarding the day-to-day operation of the library. The person in charge of directly administering library operations is the Director.

A. The Board of Trustees unanimously adopts the policy statements of:

1. The Library Bill of Rights
2. The Freedom to Read
3. The Freedom to View
4. The American Library Association's Code of Ethics
5. ALA Confidentiality Policy and Procedure
6. ALA Patriot Act Resolution
7. Interlibrary Loan Code

(See Appendix A, 1001.1-1001.7 for copies)

The policies and objectives contained in this handbook will be examined annually by the trustees and the Director. Revisions may be made at any time by action of the board as outlined by the by-laws governing the trustees.

Revised 8/12/03

.....**100.1 Mission Statement**.....

The mission of the Crete Public Library is to achieve excellence in services for our patrons and community, to provide the opportunity to help each patron's potential to be fulfilled by traditional means, as well as with technology, and to meet the informational and recreational needs of our community at home and in the work environment. The Crete Public Library does not discriminate by age, race, creed, gender or disability. We will continue to grow as a vital part of our changing world.

Adopted 2/10/92

.....**100.2 Library Objectives and Goals**.....

- A. To assemble, preserve, and administer organized collections of books, media, and related educational and recreational material containing reliable, up-to-date information.
- B. To provide encouragement and opportunities for all members of our community to educate themselves continuously.
- C. To seek continually to identify community needs and to provide programs of services to meet such needs.
- D. To contribute to the educational, civic and cultural activities of community organizations, agencies and institutions with appropriate services and information.
- E. To provide opportunities for recreational and cultural enrichment through the use of literature, media, and other art forms.
- F. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary in a society that depends for its survival on free competition of ideas.

..... **100.3 Public Relations and Interlibrary Cooperation** .....

- A. The library staff and the library board will continually work for increased citizen support for library development and programs, and will constantly present the library and its services in a positive manner to the community.
- B. The library staff will strive to inform the public of library goals, objectives, materials, and resources through the press, radio, community programs, library tours, etc.
- C. The Board of Trustees, the Director, and the library staff will be alert to all opportunities of cooperation with other libraries in order to better meet the needs of the community and to strengthen the services and resources of the public library.
- D. The public library will cooperate and work with local school libraries and institutional libraries. The public library cannot perform the same functions as these facilities, which are designed to meet curricular or other specialized needs.
- E. The library will cooperate with other community agencies and organizations to:
  - 1. determine and meet the educational needs of the community, and
  - 2. help them with their programs through such services as special bibliographies, materials, exhibits, outreach programs, etc.

..... **100.4 Specific Policy for the Children's Department** .....

**GOAL**

The Children's Department of the Crete Public Library is charged with the promotion of children's literature including, but not exclusively, the Caldecott, Newberry and the Golden Sower Award books and the promotion of the library as a whole.

**OBJECTIVES**

- A. Services:
  - 1. To serve all children of the area by providing books and other media aimed at preschool through junior high.
  - 2. To purchase quality books of literary merit as well as those which appeal to children.
  - 3. To serve the parents of these children by providing assistance and guidance in book selection and by providing a parenting resources from which parents may gather useful information.
- B. Programs:
  - 1. To provide preschool children with a weekly story program designed to increase the child's awareness of different types of books and of the world around them.
  - 2. To provide school age children with a weekly story program designed to increase the child's knowledge of literature, library skills and awareness of the library as a whole.
  - 3. To provide area rural school districts and other non-public area schools with an opportunity to use the library materials on a regularly scheduled basis as determined by the staff in consultation with the teachers.
- C. Outreach:
  - 1. To provide programs and information for local child care providers and area school classes.
  - 2. To provide other community based library outreach efforts based on need (for example, the library's annual participation in the Blue River Festival).
  - 3. To provide programs and information for parents (for example, storytelling techniques with Migrant Ed/ Even Start parents).
  - 4. To celebrate special events that highlight children's literature and other related issues (for example, Children's Book Week, Get Caught Reading Month, etc.).

..... **200 Operation and Use of the Library** .....

The following policies and guidelines are for the use and operation of the Crete Public Library. These guidelines were prepared and approved by the Trustees of the Crete Public Library. These policies are intended to serve as directives of the Board regarding the operation and use of the library. The Library Director is responsible for directly administering library policies and operations.

..... **200.1 Library Use Privileges** .....

- A. Within the library facility itself, the use of all reference books, magazines, other books, and public computers is free to all. There is a charge for using the copy machine, printing from patron computers, or laminating materials.
- B. To borrow materials from the library, patrons must obtain a library card. Patrons residing within the city limits of Crete will not be charged for their initial card. Cards issued to replace lost cards will cost \$1.00. Patrons residing outside of the city limits of Crete will be required to purchase a non-resident library card for \$15.00 per year. Cards may be purchased on an individual basis or as a family. The replacement cost of \$1.00 will also apply to lost non-resident cards. Adult patrons are required to show proof of identification and current address with a driver's license or some other picture I.D. Children 15 years old and younger must have a parent's signature on their application, along with their parents' drivers license number and address verification. Patrons may be asked to bring a piece of mail that they have received at their current address to verify that address. Patrons who own property within the City limits but do not reside within the City limits must provide proof of this ownership (i.e. a tax statement) in order to be considered a resident card holder.
- C. Rural school districts may obtain a special card for a fee of \$25.00 for the school year. This card enables the district to check out 20 books per educator or up to five books per student from August through May of the school year.
- D. Service to library patrons will not be denied or abridged because of gender, age, religion, race, social, economic, or political status.
- E. Use of the public library or its services may be temporarily denied for due cause by the Director. Such cause may include failure to return materials and to pay fines, destruction of property, or other objectionable conduct on library premises.
- F. The library is not a playground or day care center. Disruptive, loud, or physically active behavior is not appropriate in the library. To insure the general safety of our children patrons and to prevent undue interruption of regular library services, all children seven years or younger shall be attended and supervised by a responsible adult. Children eight years and older may use the library unattended, subject to the rules and regulations of the Crete Public Library. Children three years or older may be left unattended at scheduled library programs. The adult responsible for any such children should be at the library at the conclusion of the program. Children with special needs related to physical or mental ability shall be attended at all times. The Crete Public Library assumes no responsibility for children left unattended at the library. If a child appears to be lost or left unattended, the library staff will immediately try to locate the responsible adult and will stay with the child until that adult is located. If the adult is not located within 30 minutes or if the library is closing, the staff will contact the police department for assistance. The staff will at no time take the child out of the library on their own.

Revised 8/12/03

..... **200.2 Check Out and Renewal Privileges** .....

- A. Individual card holders may borrow up to ten items from the library at one time. Patrons with a family card may borrow up to thirty items.
- B. Books, magazines, CDs and cassettes may be checked out for two weeks.
- C. Media equipment may be checked out for two days.
- D. Cake pans, DVDs and video tapes may be checked out for one week. Videos and DVDs are each limited to four per household.
- E. Books, magazines, cassettes, CD's, videos and DVDs all have a seven day grace period that follows their due date.
- F. Material may be renewed as long as there has been no other requests for it. Generally, a maximum of two renewals is allowed, but this is determined on a case by case basis.

Revised 5/9/06

## .....200.22 Internet Access.....

In order to meet the informational and educational needs of our community, Crete Public Library provides access to various information products via CD-Rom products and the Internet. The Library's Internet stations also provide word processing programs and other software programs.

Crete Public Library is not responsible for any of the Internet's content or accuracy of information. The Internet is a global entity with a multitude of users. Library patrons should access the Internet with this in mind. Library patrons should also be aware that the Internet is not secure, and therefore it may be possible for third parties to obtain information regarding patrons' activities on the Internet. Crete Public Library, however, will not release information on public use of the Internet except as required by law.

As with our print, cassette, and video collections, access to the CD-Rom products and the Internet is provided equally to all patrons. Parents or guardians are responsible for their children's use of the Internet. Crete Public Library is not responsible for monitoring patron use of the Internet, regardless of age. Parents or guardians may restrict their children's use of the Internet by notifying Library staff to place an Internet restriction on their child's library card. With this restriction, a parent may indicate that the child may not use the Internet at all, or only under the parent's supervision.

There are various online resources available for parents and their children who access the Internet. Many of these sites can be found at the American Library Association's website. Library staff will have this information available for the public.

Due to time constraints, Library staff cannot be responsible for providing in-depth training on the Internet, or other computer programs. However, the staff will assist patrons in getting started and answer basic questions about the computer programs or the Internet.

### **Guidelines for using the Internet and CD-Rom Products**

1. To access the Internet or any CD-Rom products, patrons must have less than \$1.00 in fines.
2. Patrons must sign up for computer use in one-half hour time periods. Patrons may sign up for computer use a maximum of three times per day at library staff's discretion. We are unable to reserve computers for patron use at a particular time. Computers are assigned to patrons as they become available. Library staff is unable to guarantee patrons access to a particular workstation each time they wish to use the Internet.
3. Printing charges are based on current materials costs.
4. Access to the Internet is provided for research and educational purposes. Access to chat rooms is available at library staff's discretion.
5. In order to prevent the possibility of spreading computer viruses, patrons may not use their own computer disks. The Library will provide blank disks for a minimal charge. The disks will be stored for a limited time at the Library.
6. Children 7 years and younger must be accompanied by an adult when using the Internet or CD-Rom products.
7. Misuse or illegal use of the Library's computer resources will result in the loss of patron computer privileges.

*Revised and Accepted 3/9/04*



.....**200.23 Listening Center**.....

The listening center is located in the Children's Gazebo area, and includes a cassette player, headphones and an accompanying container. Up to four children may use the cassette player and headphones to listen to a recorded book and follow along with the print copy. Children under seven years of age will require supervision to use this equipment, either from library staff, a parent or caretaker. The center may remain unlocked for easy access, but in the event that library staff are too busy to monitor the center when necessary, it will be locked and interested patrons will be referred to the circulation desk for assistance.

**200.3 Interlibrary Loan**.....

- A. The Library Board recognizes that no single library can meet all the demands in its community. Libraries in different political subdivisions can, and should, work together, sharing their services and resources to more fully meet the needs of their users. This public library will at all opportunities cooperate with other libraries to strengthen the services and resources of this library and other libraries.
- B. Patrons must be library card holders for a period of six months before they will be eligible for interlibrary loan privileges.
- C. Interlibrary loan should be used whenever possible to meet the needs of this library's patrons when our collection does not supply the requested materials.
- D. Interlibrary loan should not take the place of providing an adequate collection of our own.
- E. Requests for interlibrary loan materials should be surveyed periodically to determine if any of these items should be purchased for our collection.
- F. Interlibrary loan protocols already established will be followed. (See Appendix A, 1000.7)
- G. Interlibrary loan materials that are lost by the borrowing patron will be paid for by that patron.
- H. Patrons are required to pay for the return postage on any interlibrary loan item received, whether or not they actually check out the item. When the lending library assesses a borrowing charge, that charge will also be passed on to the patron.
- I. When staff determine that any patron is abusing the Interlibrary loan privilege, staff may suspend that patron's privileges. Abuse may consist of keeping an ILL book past its due date, losing an ILL book, or any other situation that jeopardizes Crete Public Library's relationship with the lending library. Generally, the first suspension of ILL privileges will last for 6 months. At the end of that period, the patron may be able to request ILL materials again. In some instances, staff may revoke a patron's ILL privileges for a longer period of time, depending on the extent of the abuse.

Revised 5/13/97

.....**200.4 Microfilm/Microfiche Services**.....

- A. The library has various resources available on microfilm and microfiche. There are two machines available at the library for patrons to use when reading these resources. One of the machines has printing capability and patrons are charged for copies based on the current cost of paper.
- B. The microfilm and microfiche resources are available on a self-serve basis. Library staff are unable to perform lengthy research requests. The Library encourages the patron with the request, or perhaps a family member or friend, to complete the research themselves. In the event that this is not possible, the Library staff may be able to complete up to three requests for individual items of information per month. This will be determined on a case by case basis.

Revised 2/11/97

**..... 200.5 Overdue Charges – Fines and Fees .....**

Damaging books, magazines, or other library materials by cutting, tearing, or marring pages, covers, etc., is against city ordinance and subject to punishment as allowed by law. It is the responsibility of the library staff to keep current circulation records. It is the responsibility of the Director to recover overdue materials using the most effective means possible.

**A. Fines**

1. A fine of five (5) cents per day will be charged for each day a book, cassette, CD, video, DVD or magazine is overdue. A seven day grace period on these items will be granted patrons. On the eighth day, the patron will be charged the full five (5) cents per day and every day thereafter, except the due date, the return date and those days when the library is closed.
2. Audiovisual equipment and materials have fines assessed at varying rates depending on the time overdue and the type of material.
3. Patrons with overdue materials and/or fines totaling more than \$5.00 will not be allowed to check out materials or access the Internet.
4. Overdue notices will be sent to patrons when materials are returned late. The first notice will be sent when materials are two weeks, or fourteen (14) days overdue. If the materials are not returned upon receipt of this notice, a bill will be sent to the patron one week, or seven (7) days later, notifying them that failure to return the items will result in the Library providing this information to the City Attorney. If there is no response to this, the City Attorney will then notify the patron that legal action may follow if they fail to return the materials in question or pay for their replacement. Court action may be taken at the discretion of the Director.

**B. Lost or damaged materials**

1. Lost or damaged materials must be paid for by the borrower. Small damages, such as torn pages, etc., will be charged for accordingly. In the event that the damage is severe, the item will be replaced. Replacement cost for materials will be the price indicated on the Library's database record. Patrons that pay for damaged item(s) that must be replaced may keep the item(s).
2. Refunds will be made to patrons if lost material is returned in satisfactory condition within three months of it's initial lost status. Patrons must provide the receipt received from the library staff.

**C. Fees**

1. Fees for non-basic services such as laminating, encapsulating, copying, etc., will be determined by the current cost of the material.

Revised 12/11/06

**..... 200.6 Use of the Library Facility .....**

- A.** The meeting rooms of the Public Library may be reserved for use by civic, educational, cultural, and governmental groups when no admission charge is made. Exceptions may be made for meetings sponsored by the library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups and/or forums involving small fees. Upon adequate notice, and for adequate reasons, the library reserves the right to revoke the permission to use any meeting room.

**B. Restrictions:**

1. No meeting will be allowed which is sponsored by a for-profit organization or business with the intent to sell a product or service, to recruit customers, or to train members.
2. No meeting which interferes with the purposes of the Library will be allowed.
3. No alcoholic beverages may be served at any meeting held in the Library.
4. No smoking is allowed in any meeting held in the Library.
5. No meetings will be allowed which would not meet the Intended use of Public buildings.

## 200.6 Use of the Library Facility (Continued)

- C. Use of Library equipment:
  - 1. Upon request, the Library will furnish available audio-visual equipment for use in meeting rooms.
  - 2. The group booking the room is responsible for the replacement of lost or damaged equipment.
- D. Serving of food:
  - 1. Food or refreshments may be served in the meeting rooms with the permission of the staff.
  - 2. The group using the room is responsible for all clean up and trash removal.
- E. Application for use:
  - 1. To secure permission to use the meeting rooms, a representative of the organization must fill out the Library's application for Use of Meeting Room form. This form may be obtained at the check out desk. The rooms will be assigned on a first-come basis.

(See Appendix B, 1001.1 for Application Form.)

## ..... 200.7 Gifts /Memorials/Bequests .....

- A. Any donations will be accepted by the Library Board on behalf of the City of Crete acting within the ordinances of the City and provisions of the state laws. The Director and the Library Board have the authority to make decisions regarding the use of donations.
- B. The library accepts unrestricted gifts of books, pamphlets, periodicals, puppets, art prints etc., with the understanding they these items will be added to the library collection only when considered appropriate by the Director. The Library retains the right to refuse any donation that is not considered appropriate.
- C. The same principles of selection that are applied to purchases for the library will be applied to gifts and donations. Items that do not meet the selection criteria will be either discarded or sold at the library's book sale.
- D. Papers and records of organizations that are deemed by the Library Board to have local area historical importance may be accepted.
- E. Memorabilia, regalia, plaques and other such materials will not be accepted for permanent display or storage.

Revised 8/10/98

## ..... 200.8 Library Hours/Holidays .....

- A. The library shall be open to the public as determined by the Board of Trustees and the Director to fit the needs of the community.
- B. The following holidays are considered paid holidays and the Library is closed in observance of all of them.

New Year's Day	Veterans Day
Presidents Day	Thanksgiving Day and the following day
July 4th	Christmas Eve Afternoon
Memorial Day	Christmas Day
Labor Day	

- C. In addition to the preceding holidays, the Library will be closed on the following holidays. These are, however, not paid holidays:

Easter Weekend	Thanksgiving Weekend
Memorial Day Weekend	New Years Eve Afternoon
Labor Day Weekend	

The Library may be closed for inventory, or when determined necessary by the Director and/or the Board of Trustees.

Revised 10/12/99

..... **200.9 Physical Plant/Maintenance/Upkeep** .....

- A. To achieve the goal of good library service, the Library Board accepts the responsibility of ensuring that the public library building and its facilities are adequately maintained.
- B. The Director will advise and make recommendations to the board regarding all aspects of the maintenance and upkeep of the building and the surrounding grounds.
- C. The library facilities will offer to the community a compelling invitation to enter, read, look, listen, and learn. The building and its facilities should fit an expanding program of library service.

Revised 2/11/97

..... **300 Library Personnel Policies** .....

- A. The Director will be hired by the Board of Trustees. All other employees will be hired by the Director.
- B. New employees will be on probation for a period of six months. The newly hired Director will be evaluated by the Library Board at the end of three months. The Director will evaluate each new employee at the end of three months.
- C. All employees will be evaluated once per year, generally in October, following established City guidelines.
- D. Vacancies will be advertised in area newspapers and/or any other appropriate media as required by law.
- E. In all instances, issues not covered specifically will be governed by City personnel policies, as long as City policy does not conflict with state statutes governing the Library Board.

Revised 2/11/97

..... **300.1 Full Time Employees** .....

- A. Full-time employees will have the same holiday, leave, and vacation benefits as other City employees.
- B. Scheduled vacations may be taken after 6 months of continuous service, or at the discretion of the Director and/or the Library Board.

Revised 2/11/97

..... **300.2 Part-Time Employees** .....

- A. Part-time employees who work at least 30 hours per week on a regular basis will be eligible for 1 week per year paid vacation, and all paid holidays designated by the Library Board. Compensation will be on a prorated basis.
- B. Part-time employees who work less than 30 hours per week will be eligible for paid holidays on a prorated basis.

Revised 7/11/06

..... **300.3 Temporary Employees** .....

- A. Temporary employees are those persons who are hired for short periods of time, either seasonally or for a specific task.
- B. Temporary employees are not eligible for any benefits.

Revised 2/11/97

..... **300.4 Professional Growth** .....

- A. Professional growth is an important aspect of employment at the Crete Public Library. Membership dues for all staff members to participate in the Nebraska Library Association shall be paid by the Library. Membership dues for other professional associations may also be paid by the Library, depending on the relevance to a staff member's responsibilities.
- B. Participation in library related workshops, seminars and classes will be considered in the granting of salary increases. Both the content of the learning experience and the on-the job application of the learning experience will be evaluated.

Revised 2/11/97

..... **400.1 Library Director**.....

A. General Description

1. Develop, plan, and administer City Library services for the City of Crete. Report to the Library Board of Trustees and coordinate with the Mayor and the City Council. Full-time, salaried Position.

B. Desired Qualifications

1. MLS degree with 3 years professional experience in a library, media center or within a related field, or BA/BS degree with endorsement of 32 hours as a media specialist with 3 years professional experience in a library, media center, or a related field.

C. Work Type

1. Light Work Classification (as defined by ADA).

D. Typical Duties and Responsibilities

1. Develop and submit yearly fiscal budgets for approval.
2. Efficiently manage approved and allocated yearly budgets.
3. Effectively manage all areas of the Library's Human Resources (hiring, firing, scheduling, appraising performance, training, etc.).
4. Develop City Library policies with the Library Board and effectively communicate those policies to the City Council, staff, and community.
5. Continually assess the City Library's strengths and weaknesses, and set goals to foster increased service and quality.
6. Develop, maintain, and manage the distribution of the City Library collection.
7. Develop and maintain the City Library's ability to access collections from other libraries.
8. Keep the community informed of offerings and develop strong public relations.
9. Work cooperatively with the Library Board, City Council, and other community organizations in efforts to increase service and quality.
10. Maintain professional growth strategies for self and staff.
11. Be an active participant in all Library staff work responsibilities.
12. Attend Library Board meetings, report to the Board monthly, and assume full responsibility for Library administration.
13. Be available to work weekends and evenings as needed.

E. Desired Knowledge, Skills, and Abilities:

1. Thorough knowledge of principles and practices of modern librarianship.
2. Ability to develop and manage budgets as they relate to running a department of this type.
3. Ability to develop and implement successful programs.
4. Ability to work effectively with people.
5. Ability to effectively manage people.
6. Ability to communicate effectively in diverse situations.
7. Ability to make decisions from conducting analyses'.
8. Ability to effectively utilize computer resources.
9. Ability to troubleshoot common computer problems.
10. Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

..... **400.2 Assistant Director** .....

A. Qualifications

1. Same as Director's qualifications.

B Areas of Responsibility

1. Consult and advise on administrative duties with the director.
2. Serve as acting director when the director is absent.

.....**400.3 Librarian**.....

..... **400.4 Children's Librarian**.....

**General Description:** Proactively plan, organize and deliver children's services in conformity with the policies established by the Library Board of Trustees and the Library Director. Provide a variety of children's services, both in-house and through outreach efforts. Perform various duties related to library operations, outreach programs and special activities. Full-time position. Reports to the Director.

**Qualifications:** BA/BS degree with 2 years experience working with children in a supervisory capacity. MLS from an ALA accredited institution is preferred, but not required.

**Typical Duties and Responsibilities:**

Plan, develop, implement and manage children's services and programs. This includes, but is not limited to, weekly story-times, summer reading programs, and outreach efforts.

Using various online and print resources, select, process and catalogue items for the Children's Department. Develop Children's collection based on community interests and needs. Withdraw materials as needed according to established standards and procedures.

Using available computer programs, manage budget expenditures for the children's collection from available funds.

Administer and manage the volunteer program. This includes, but is not limited to, summer reading volunteers. Assign tasks to volunteers and pair them with appropriate library staff.

Supervise library staff as assigned.

Work with school librarians and community groups to develop and expand children's services.

Plan and organize work according to season of year, special events, and regular library schedule.

Using available computer programs, prepare materials to publicize the services and resources of Children's Department.

Cooperate as a team member with library staff in performing essential library duties. Work at the circulation desk as primary library staff as assigned, with additional hours on rotating Saturdays. Assist other primary staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelf returned materials.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Provide back-up support for other staff as needed, and work Saturdays and evenings as assigned.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director.

**Necessary Skills and Abilities:**

Considerable knowledge of children's library services, programs and literature.

Ability to demonstrate a working knowledge of library principles and practices.

Considerable ability to plan, organize and coordinate work routines.

Exhibit creativity, energy and enthusiasm to promote children's services and Crete Public Library to the community.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Advanced knowledge of computer software and the Internet.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems, (in particular, the Dewey Decimal System).

.....**400.5 Library Technician (Public and Technical Services)**.....

**General Description:** Catalogue assigned resources according to established standards and procedures. Perform Inter-Library Loan services. Troubleshoot computer problems with patron Internet terminals. Manage office supply budget and order as needed. Assist patrons with various information requests using an automated library system. Perform all aspects of circulation desk responsibilities. Participate in Library outreach ventures for various community populations. Full-time position. Reports to the Director.

**Qualifications:** High School diploma or equivalent plus 2 years college coursework or job related experience. Public service skills and computer experience necessary.

**Typical Duties and Responsibilities:**

Process and catalogue assigned resources using online resources and accepted standards and procedures.

Using available computer programs, manage budget expenditures for office supplies.

Perform Inter-Library Loan services based on patrons' requests.

Cooperate as a team member with library staff in performing essential library duties. Work at the circulation desk as primary library staff as assigned, with a additional hours on rotating Saturdays and evenings as assigned. Assist other primary staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelve returned materials.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Assist patrons with computer use, including the Internet. Troubleshoot problems that may arise.

Withdraw materials from the collection as needed, using online resources and accepted standards and procedures.

Process donations, adding them to the collection when appropriate.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director.

**Necessary Skills and Abilities:**

Basic knowledge of principles and practices of public library services.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Intermediate knowledge of computer software and the Internet

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems, (in particular, the Dewey Decimal System).

*Revision accepted by Library Board  
3/11/03*



..... **400.6 Library Technician (Outreach Services)**.....

**General Description:** Provide outreach services and programs for the elderly at various sites in the community. Assist patrons in-house with various information requests using an automated library system. Perform all aspects of circulation desk responsibilities. Manage the Large Print collection. Participate in Library outreach ventures for other community populations. Full-time position. Reports to the Director.

**Qualifications:** High School diploma or equivalent plus 2 years college coursework or job related experience. Public service skills and computer experience necessary.

**Typical Duties and Responsibilities:**

Plan, develop and implement a monthly program schedule for outreach sites.

Pack and transport books and audio books to outreach sites. Hand deliver materials to patrons who reside at various outreach sites or are homebound. Mail books to patrons when appropriate.

Using available computer programs, track outreach patron usage and customize material delivery based on patrons' interests and needs.

Using available computer programs, manage selections and budget expenditures for the Large Print collection. Withdraw materials as necessary based on accepted standards and procedures.

Process and catalogue Large Print purchases using online resources and accepted standards and procedures.

Using various software programs, format and produce a monthly newsletter with contributions from other staff members. Also complete special assignments as assigned (brochures, etc.).

Cooperate as a team member with library staff in performing essential library duties. Work at the circulation desk as primary library staff as assigned, with additional hours on rotating Saturdays and evenings as assigned. Assist other primary staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelf returned materials. Mend resources as assigned.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Provide back-up assistance for Inter-Library Loan.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director.

**Necessary Skills and Abilities:**

Basic knowledge of principles and practices of public library services.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Intermediate knowledge of computer software and the Internet.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems, (in particular, the Dewey Decimal System).

*Revision accepted by Library Board  
3/11/03*

.....**400.7 Library Technician (Children's Services)**.....

**General Description:** Plan, organize and deliver children's services according to established standards and procedures. Provide a variety of children's services, both in-house and through outreach efforts. Assist patrons with various information requests using an automated library system. Perform all aspects of circulation desk responsibilities. Manage portions of the Children's collection as assigned. Participate in Library outreach ventures for other community populations. Full-time position. Reports to the Director.

**Qualifications:** High School diploma or equivalent plus 2 years college coursework or job related experience. Public service skills and computer experience necessary

**Typical Duties and Responsibilities:**

Plan, develop, and implement a monthly program schedule for children's services and programs according to season of year, special events, and regular library schedule. This includes, but is not limited to, weekly story-times, summer reading programs, and outreach efforts.

Using available computer programs, manage selections and budget expenditures for the children's collection as assigned. Withdraw materials as needed according to established standards and procedures.

Process and catalogue children's resources as assigned, using online resources and accepted standards and procedures.

Administer and manage the volunteer program. This includes, but is not limited to, summer reading volunteers.

Work with school librarians and community groups to develop and expand children's services.

Using available computer programs, prepare materials to publicize the services and resources of Children's Department.

Cooperate as a team member with library staff in performing essential library duties Work at the circulation desk as primary library staff as assigned, with additional hours on rotating Saturdays and evenings as assigned. Assist other primary staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelf returned materials.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director.

**Necessary Skills and Abilities:**

Basic knowledge of principles and practices of public library services.

Basic knowledge of children's library services, programs and literature.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to plan, organize and coordinate work routines.

Exhibit creativity, energy and enthusiasm to promote children's services and Crete Public Library to the community.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Intermediate knowledge of computer software and the Internet.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems, (in particular, the Dewey Decimal System).

.....400.8 *Library Clerk*.....

**General Description:** Perform basic library technical and public service tasks as needed or assigned. The main responsibility of this position is staffing the circulation desk and assisting patrons with related tasks. Part-time position. Reports to the Director.

**Qualifications:** High School diploma or equivalent. Public service skills and computer experience necessary.

**Typical Duties and Responsibilities:**

Cooperate as a team member with library staff in performing essential library duties Work at the circulation desk as primary library staff as assigned, with additional hours on rotating Saturdays and evenings as assigned. Assist other primary staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelf returned materials.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Assist with processing new materials (stamping, embossing, bar coding, etc.).

Develop bulletin boards, brochures, and other public relations materials as assigned utilizing available computer programs.

Withdraw materials from the collection as directed, using online resources and accepted standards and procedures.

Mend resources as assigned.

Catalogue resources as assigned, using various online resources and accepted standards and procedures.

Process patron overdue/bill notices on a weekly basis as assigned.

Participate in Library outreach ventures for various community populations.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director.

**Necessary Skills and Abilities:**

Basic knowledge of computer software and the Internet.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems (in particular, the Dewey Decimal System).

*Revision accepted by Library Board  
3/11/03*

..... **400.9 Library Custodian**.....

A. General Description

1. Perform general cleaning and upkeep practices as required for the City Library facilities. Report to the Library Director. Part-time or contract agreement.

B. Desired qualifications

- A. Any combination of work experience and training that allows for completion of typical duties and responsibilities. Must be able to establish and maintain routine custodial practices as well as respond effectively to oral and/or written maintenance requests.

C. Work Type

1. Medium Work Classification (as described by ADA).

D. Typical Duties and Responsibilities

1. Vacuum Library carpets and rugs daily (up and downstairs), using an industrial vacuum cleaner. Move chairs, tables, and other obstacles in order to vacuum all carpet and rug areas.
2. Wet mop (hot water) all bathrooms using a neutral soap and water mixture.
3. Scrub all bathrooms' tile and porcelain and metal fixtures, using a tile cleaner and water mixture, deodorizer and sanitizer
4. Keep all bathrooms' paper suppliers full, leaving extra paper as needed for daily and weekend usage.
5. Wet mop all other hard surface floors on Mondays, Wednesdays, and Fridays (or as needed) using a neutral soap and water mixture.
6. Dust mop all other hard (same as #5) surface floors on Tuesdays and Thursdays.
7. Clean entry door windows using a glass cleaning solvent and a squeegee or cloth.
8. Dust all wood surfaces other than floors weekly, using a dust mop or cloth and a dusting solvent.
9. Keep all tools and equipment well maintained and organized.
10. Respond effectively to other assignments from the Library Director.

E. Desired Knowledge, Skills, and Abilities

1. Basic knowledge of modern custodial principles, practices, equipment, and cleaning solvents.
2. Ability to operate and transport industrial type machines to needed locations (may utilize Library elevator).
3. Ability to mix and work with required cleaning solvents.
4. Ability to move, climb and work from a ladder as needed, or otherwise be able to accomplish tasks generally requiring the use of a ladder.
5. Ability to effectively complete assignments in a manner that is non-disruptive and responsive to Library personnel and Patrons .
6. Ability to effectively organize duties and responsibilities in order to complete routine duties and responsibilities, as well as related tasks or assignments as they arise.
7. Ability to work in dusty conditions.
8. Demonstrated ability to work effectively on a self-managed basis.
9. Ability to communicate effectively in diverse situations.

..... **500 Library Volunteers**.....

The library benefits from the efforts of volunteers of all ages. In all instances, volunteers will be held to the same standards as paid library staff. Volunteers will be accepted and utilized when a need for such assistance has been determined by the Director. (See Appendix B, 1001.2 for Volunteer Application.)

Revised 8/12/03

..... **600 General Policy Statements on Library Services**.....

Library services will be available to all sectors of the community, although it is probable that not all sectors use the library-and the services it offers-on an equal basis. Therefore, the library, through its staff and Board, must be aware of the changing structure of the community and continuously study the needs of the community. The library will keep in touch with, and cooperate with, other community agencies and organizations, as well as individuals, in order to help determine these educational and informational needs of the community. As it is impossible for a library to be all things to all people, these needs shall be used to set priorities to be used in the purchase of materials, planning and implementation of programs, the setting of library hours, hiring of staff, and utilization of the building. The library will inform the community about what it does have available and will stimulate the use of library materials through judicious use of programs, exhibits, the media and outreach efforts.

.....**600.1 Confidentiality of Certain Library Records**.....

All registration and circulation records of Crete Public Library, except statistical reports of registration and circulation, shall be confidential information. Except in accordance with proper judicial order, no person shall make known in any manner, any information contained in such records. As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information which identifies the patrons borrowing particular books and other materials.

..... **600.2 Procedures for Maintaining Confidentiality of Library Records** .....

- A. The library staff member receiving the request for information pertaining to Library records, will immediately refer the person making the request to the Director. The Director shall then explain the confidentiality policy.
- B. The Director, upon receipt of such process order, or subpoena, shall consult with the City Attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
- C. If the process, order, or subpoena is not in proper form or if good cause has not been shown, the library will not provide any records and will advise City Attorney of the situation.
- D. Any threats or unauthorized demands (i.e. those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the City Attorney.
- E. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Director .

(See Appendix A, 1001.5 for ALA Confidentiality Policy and Procedure;. Also see Appendix A, 1001.6 for Patriot Act Resolution.)

Revised 8/12/03

..... **600.3 Guidelines for Handling Accidents/Incidents**.....

A. General Statement

1. It is the policy of the Crete Public Library to maximize service to the public. The concern of the Board extends to the safety of its patrons. In order to obtain an accurate account of an event that occurs in the library, the Accident/Incident Report must be used. Library staff members must complete such reports to describe any accident/incident requiring more than routine handling, e.g. expulsion from the library due to disruptive behavior, accidents that result in injury to a patron or any other negative situations.

B. Steps to Follow in Dealing with Disruptive Behavior

1. Politely inform the offending person(s) that the behavior is disruptive. Ask them to please behave appropriately, or leave.
2. If the behavior does not stop, or is repeated, ask the person(s) to leave.
3. Remain calm, polite, and in control. Do not allow yourself to be drawn into an argument. If a patron remains disruptive or becomes abusive call the appropriate person to deal with the situation. This may be the Library Director, a Police Officer, the City Attorney or the Library Board president.

C. Steps to Follow in Dealing with Accidents

1. Offer immediate assistance-calling the rescue unit, and/or calling a family member.
2. Calm the accident victim and try to keep the person from moving around or leaving the premises until status of him/her is sufficiently established.
3. Do not give medical advice.

D. Procedure for Reporting

1. Fill out the Accident/Incident report form as completely as possible. (See Appendix B, 1001.3.)
2. Return the form to the Director. If the Director is not available, notify the City Clerk for instructions on how to proceed.

Adopted 2/10/92

..... **700 Books and Material Selection/Purchase/Withdrawal of Materials** .....

- A. The library collection will reflect the needs and interests of the community. A variety of resources will be offered based on this analysis of need. The library collection will be kept relevant to these needs through purchases, acceptable donations, and withdrawals.

Revised 8/12/03

..... **700.1 Selection and Purchase Policy**.....

- A. The library subscribes to the Library Bill of rights of the American Library Association. (See Appendix A, 1000.1)
- B. The library subscribes to the Freedom to Read statement prepared by the American Library Association and the American Book Publisher's Council. (See Appendix A, 1000.2 )
- C. The library subscribes to the Freedom to View statement ascribed to by the American Library Association. This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. (See Appendix A, 1000.3)
- D. The library will provide materials to meet the diverse needs of this community. Selection will be made on the basis of requests, interest in current topics, and need. A balanced collection will be maintained in-so-far as the interests of the community are being met. Materials may be defined as print or non-print items.
- E. The standard selection tools will be used whenever possible in choosing materials. These include, but are not limited to: The Standard Catalogs for libraries, Library Journal, School Library Journal, Hornbook, and Booklist.
- F. The library will not attempt to furnish materials needed for normal courses of study offered by the schools. The public library has materials for self-study, but is not designed to furnish reading required for academic study.
- G. The library will strive to remain informed of other sources of books and media which are publicly available to avoid unnecessary duplication.
- H. Materials which are no longer useful in the light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices. If not saleable, such materials will be destroyed or offered to another institution.
- I. In the event that a patron has an objection to library resources, library staff will provide he/she with the Request for Reconsideration of Library Material form. Upon the patron's completion of this form, it will be forwarded to the Library Director for further consideration. (See Appendix B, 1001.4 for Reconsideration Form.)
- J. Items will be withdrawn from the collection on a regular basis, according to established standards. These standards include, but are not limited to, patron demand, relevancy to current interests, and copyright date of material (particularly non-fiction).

..... **800 Board Members** .....

No trustee should serve on the board indefinitely, no matter how dedicated and no matter how effective he or she is. Continuity of service provides for the wisdom of experience, but change provides the essential infusion of new ideas. Both are needed. Board members should recruit and encourage qualified potential trustees.

The number of reappointments by a governing body is not stipulated by Nebraska statutes. Recommendations made by the Nebraska Library Association and the Nebraska Library Commission suggest that members of boards of library trustees serve no more than two consecutive terms. However, this is a local policy decision and will be treated as such.

If a vacancy occurs prior to the expiration of a trustee's term, the position is filled in the same manner that appointments are made, and the new appointee completes the unexpired term. The filling of a vacancy does not constitute a whole term.

(Please see the Nebraska Trustees Handbook, produced by the Nebraska Library Commission, 2001 Update.)

..... **800.1 Duties and Responsibilities Statement** .....

General Statement

The duties and responsibilities of the Crete Public Library Board of Trustees will follow the Provision for Public Libraries as set out in State Statutes and the guidelines set down by the Nebraska Library Commission in the Nebraska Library Trustees Manual and the Crete City Code.

**S.S.2-201**

**Crete Code**

**S.S.2-201**

**Article 2 Commissions and Boards**

S.S.2-201 LIBRARY BOARD. The Library Board shall be appointed by the Mayor by the approval of three-fourths (3/4) vote of the City Council. The Board shall consist of five (5) members who shall be residents of the municipality. The members of the Library Board shall serve a four (4) year term of office as specified by Nebraska Statutes. The Board shall serve without compensation and may be required, in the discretion of the Governing Body, to give a bond in a sum set by resolution of the Governing Body, and conditioned upon the faithful performance of the duties. At the time of the Board's first (1st) meeting in July of each year, the Board shall organize by selecting from their number a chairman and secretary. It shall be the duty of the secretary to keep the full and correct minutes and records of all meetings, and to file the same with the Municipal Clerk where they shall be available for public inspection at any reasonable time. A majority of the Board members shall constitute a quorum for the transaction of business. The Board shall meet at such times as necessary. Special meetings may be held upon the call of the chairman, or any three (3) members of the Board. The Library Board shall have the authority to appoint a librarian and all other employees. It shall be the duty of the Board to have general charge of the Municipal Library and to establish appropriate rules and regulations for the management, operation, and use of the same. The Board shall have supervisory authority over all employees of the library including the librarian. All actions of the Board shall be subject to the review and supervision of the Governing Body. The Board shall be responsible for making such reports and performing such additional duties the Governing Body may designate from time to time. No member of the Governing Body shall serve as a member of the Library Board while serving a term of office as a member of the Governing Body. No member of the Library Board shall serve in the capacity of both the chairman and secretary of the Board. (Ref. 51-202 RS Neb . )



**800.1 Duties and Responsibilities Statement (Continued)****S.S.3-801****Departments****S.S.3-802****Article 8. Municipal Library**

S.S.3-801 MUNICIPAL LIBRARY; OPERATION AND FUNDING . The Municipality owns and manages Municipal Library through the Library Board. The Governing Body, for the purpose of defraying the cost of the management, purchases, improvements, and maintenance of the Library may each year levy a tax not exceeding the maximum limit

described by State law, on the actual valuation of all real estate and personal property within the Municipality that is subject to taxation. The revenue from the said tax shall be known as the Library Fund and shall include all gifts, grants, deeds of conveyance, bequests, or other valuable income-producing personal property and real estate from any source for the purpose of endowing the municipal Library. The Library Fund shall at all times be in the custody of the Municipal Treasurer. The Board shall have the power and authority to appoint the librarian and to hire such other employees as they may deem necessary and may pass such other rules and regulations for the operation of the Library as may be proper for its efficient operation . All actions by the Board shall be under the supervision and control of the Governing Body. All taxes levied or collected and all funds donated or in any way acquired for the erection, maintenance or support of such Public Library shall be kept for the use of the Library, separate and apart from the other funds of the City, and shall be drawn upon and paid out by the Treasurer upon vouchers signed by the President of the Library Board and authenticate by the Secretary of the Board, and shall not be used or disbursed for any other purpose or in any other manner. (Ref. 5I-20I, 5I-202, 5I-2II RS Neb.)

S.S.3-802 MUNICIPAL LIBRARY; BOOKS. Library Board may authorize the sale, exchange, or disposal of any surplus, damaged, defective, obsolete, or duplicate books in the Library. Records shall be kept of any such surplus, damaged, defective, obsolete, or duplicate books so disposed of .(Ref . 5I-207 RS Neb . )

**S.S.3-803****Crete Code****S.S.3-806**

S.S.3-803 MUNICIPAL LIBRARY; RULES AND REGULATIONS. The Library Board shall establish any regulations for the governing of the municipal Library for the preservation and efficient management thereof. They shall fix and impose by general rules, penalties and forfeitures for injury to the Library grounds, rooms, books, or other property, or for failure to return a book. All fees, penalties, and forfeitures may be collected in civil action in the event of failure, neglect, or refusal to pay the said assessments . (Ref. 5I-205, 5I-214 R5 Neb . )

S3-804 MUNICIPAL LIBRARY; BOOK REMOVAL. It shall be unlawful for any person not authorized by the regulations made by the Library Board to take a book from the Library, without the consent of the Librarian, or an authorized employee of the Library. (Ref. 5I-2II RS Neb. )

S3-805 MUNICIPAL LIBRARY; COST OF USE. The Librarian may exclude from the use of the Library and reading rooms any person who shall willfully violate or refuse to comply with the rules and regulations established for the government thereof. (Ref. 5I-201, 5I-212 R5 Neb. )

S3-806 MUNICIPAL LIBRARY; MONEY COLLECTED. Any money collected by the Library shall be turned over monthly by the Librarian to the Municipal Treasurer along with a report of the sources of the revenue. ( Ref . 5I-209 RS Neb . )

..... **800.2 By-Laws** .....

A. Article I: Names

1. This organization shall be called "The Board of Trustees of the Crete Public Library" existing by virtue of the provisions of Chapter 51.200 of the Laws of the State of Nebraska, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

B. ARTICLE II: Officers

1. Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board.
2. Section 2. Nomination for officers shall be made from the floor at the annual meeting.
3. Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.
4. Section 4. If in attendance, the president shall preside at all meetings of the board. The president shall also authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
5. Section 5. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.
6. Section 6. The secretary shall keep a true and accurate record of all meetings of the board, shall answer correspondence as directed by the board, and shall perform such other duties as are generally associated with that office.
7. Section 7. The treasurer shall sign the present vouchers for outstanding bills, and shall perform such other duties as are generally associated with that office. In the absence or inability of the treasurer, the duties shall be performed by such other members of the board as the president may designate. In the absence of both president and vice president the treasurer shall preside at the meeting.

C. ARTICLE III Meetings

1. Section 1. The regular meeting shall be held every month, the date and hour to be set by the board at a regular meeting.
2. Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of annual reports shall be limited to the following items which shall be covered in the sequence shown so far as circumstances will permit:
  - a. Roll call of members
  - b. Disposition of minutes of previous regular meeting and any intervening special meeting
  - c. Financial report and action on bills
  - d. Director's statistical report and previous month's calendar
  - e. Other reports
  - f. Communication/Updates
  - g. Building maintenance and repair
  - h. Staff
  - i. Materials/Equipment/Supplies
  - j. Library programs/Services/Meetings
  - k. Library Policy/Budget
  - l. Long-range planning
  - m. Other unfinished business, new business, or public presentation to, or discussion with, the board
  - n. Adjournment
3. Section 3: Special meetings may be called by the secretary at the direction of the president or at the direction of the library director or at the request of 2 board members for the transaction of business as stated in the call for the meeting.
4. Section 4: A quorum for the transaction of business at any meeting shall consist of 3 members of the board present in person.

**800.2 By-Laws (Continued)**

5. Section 5: Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

6. Section 6: Attendance:

- a. Absence: Absence of a board member from three regular meetings in succession, or for six meetings during a fiscal year for which no sufficient reason is presented shall be grounds for removal from the Board. After the third consecutive or six nonconsecutive and unexcused absence of any Board member, the president shall notify that member that at the next regular meeting of the Board, a vote will be taken as to whether or not he or she should be removed. The president will then present that question to the board at the next regular meeting. The question of removal of a Board member from office for failure to attend meetings must be approved by a two-thirds majority of those in attendance.
- b. Removal from Office: Any board member may be removed by the Board for just cause after having been given notice of the board's intention to consider his or her removal. A motion to approve removal of a Board member from the Board of Directors must be approved by a two-thirds majority of those in attendance.
- c. Vacancies: Upon a vacancy occurring, the Board of Directors shall take steps to notify the Mayor's office of a vacancy, and shall request that the vacancy be filled with all due speed.

approved 11/8/93

D. ARTICLE IV: Library Director and Staff

- 1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of resources in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the board, provided that any such appointment shall be approved by the board at its next regular meeting.

E. ARTICLE V: Committees

- 1. Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.
- 2. Section 2. All committees shall make a progress report to the library board at each of its meetings.
- 3. Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

F. ARTICLE VI: General

- 1. Section 1. All vouchers for outstanding bills must be signed by the treasurer and one other trustee, or in the absence of the treasurer, by two officers of the Board.
- 2. Section 2. The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been delivered to all members at least 10 days prior to the meeting at which such action is proposed to be taken.
- 3. Section 3. Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least 4 of the members of the board shall be present and 4 of those present shall so approve.

(See Appendix B, 1001.5 for Agenda)

Approved 12/14/92

..... **800.3 Board of Trustees Orientation** .....

- A. The provision for learning experiences for the newly appointed trustee is the responsibility of the director, the present members of the library board, and the new trustee her/himself. In order to perform their duties, library trustees must be informed concerning the library informed concerning community, informed concerning state and national influences.
  1. An orientation for new trustees should include some information in the following areas:
    - a. How the library is governed, including state laws and local ordinances; the responsibilities of the trustees, individually and collectively; the operational responsibilities of the administration and the role of the public.
    - b. How the library is funded, including legal base for financing, the current budget, and the legislative support role expected of a trustee.
    - c. How the library operates from day to day, including services offered, use by the public, short and long-range plans and library needs.
    - d. How the local library is linked to other resources, including explanations of the interlibrary loan procedure, sharing of resources, system relationships, state library services and technological advances that do or will affect the local library service program.
    - e. The trustee's role, including the establishment of policy, attendance at board meetings, service on committees or task forces, involvement in regional, state, and national library developments.
    - f. Also suggested are appropriate handbooks, guidebooks, and bibliographies which relate to trusteeship. Annual reports, agendas, budgets, personnel statistics, etc. should also be readily available to the new trustee
- B. It is understood that library trustees need to be visible in the community, serving as conduits, listeners, and spokespersons for citizen needs and desires. Of necessity, trustees should become increasingly knowledgeable about the local community-its census figures, its economic and occupational levels, its ethnic and special interest groups, and the needs which bring people to the library for help and the barriers which keep people from using the library.
- C. Simply stated, the purpose of trusteeship is to represent the community through service on behalf of the people who own and use the library. The decisions made by the members of the board will determine for years to come the course and level of library services to be provided in the local community. Informed trustees working together as an intelligent library board will search always for the right choices to benefit both the library and the community.

**..... 900 Friends of the Library.....**

The Friends of the Library are a national non-profit group of citizens who are dedicated to the betterment of public libraries. The Friends of The Crete Public Library consist of 13 members.

**..... 900.1 By-Laws of Friends of the Crete Public Library.....**

**A. OFFICES**

1. The principal office of the Corporation shall be at the Crete Public Library Building in the City of Crete, Saline County, Nebraska.

**B. SEAL**

1. The corporation shall have no seal, but in the event any document to be executed by the corporation requires the affixing of a seal the Secretary may inscribe on such document the name of the corporation and thereunder the words "Corporate Seal, Not For Profit", followed by the signature of the Secretary.

**C. BOARD OF TRUSTEES**

1. The Board of Trustees shall consist of \_\_\_\_trustees, \_\_\_\_of whom shall be elected at each annual meeting in accordance to the Articles of Incorporation. The trustees shall serve for terms of three years except for the \_\_\_\_ Trustees elected at the first meeting of the Board after organization who shall serve for terms of one, two and three years respectively as designated at the time of election.
2. Meetings of the Board of Trustees shall be held at the Crete Public Library Building at Crete, Nebraska at \_\_\_\_ P.M., unless written notice of a different time or place is given to each trustee at least one day in advance of the particular meeting.
3. The membership as provided in the Articles of Incorporation shall have the right to vote upon the office of the Board of Trustees, each member having one vote at the annual meeting for each vacancy to be filled.
4. Notice of the annual meeting shall be given to all the members, either in writing or by published notice, at least two weeks prior to the meeting together with a concise statement of the business to be transacted at the annual meeting.
5. In addition to the annual meeting provided for in the Articles of Incorporation the Board of Trustees shall meet at the call of the President or any five of its members. Such call shall be in writing and shall state the time and place of the meeting and shall be mailed to each trustee at his regular residence or business address sufficiently in advance of the meeting to provide at least two days notice of such meeting. Such call as notice of time and place of a regular meeting may be waived and attendance at the meeting shall constitute such waiver.
6. A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of business and a majority of the members present and voting at any meeting shall be necessary and sufficient to take affirmative action by the Board except for action to amend the Articles of Incorporation which shall be done only by affirmative vote of at least two-thirds of the members of the Board of Trustees and only after due notice of the proposed amendment as required by the Articles of Incorporation.

**D. OFFICERS**

1. The officers of the corporation shall consist of a President, Vice-President, a Secretary and a Treasurer, and such other officers as the Board of Trustees may from time to time elect or appoint. One person may hold two or more offices except the offices of President and Vice-President, or President and Treasurer.
2. The President shall be a member of the Board of Trustees. He shall be the chief executive officer of the corporation. He shall preside at all meetings unless absent or disqualified. He shall have general authority to supervise, direct and manage the business and affairs of the corporation. He shall be responsible for carrying out the orders and resolutions of the Board of Trustees. He shall execute on behalf of the corporation all contracts, deeds, agreements, conveyances, leases, notes, obligations, powers and undertakings of the corporation except as the Treasurer is authorized herein to exercise the rights and powers of the corporation. He shall have all of the general powers and duties of supervision and management ordinarily vested in the office of the president of a corporation

**900.1 By-Laws of Friends of the Crete Public Library (Continued)**

3. The Vice-President shall be a member of the Board of Trustees and shall, in the absence, disability or disqualification's of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Trustees may prescribe from time to time.
4. The Secretary may but need not be, a member of the Board of Trustees. He shall keep the records and files of the corporation and other transactions except for those dealing principally with the corporation's funds and accounts which shall be maintained by the Treasurer. He shall keep the minutes of all meetings of the Board of Trustees and perform the duties generally ascribed to the Secretary of a corporation and such functions as shall be assigned to him by the President or the Board of Trustees.
5. The Treasurer shall be a member of the Board of Trustees. He shall be the principal financial and fiscal officer of the corporation. He shall receive and safely keep all moneys, funds and securities of the corporation and maintain adequate books and records of all transactions relating thereto, which books and records shall be available for inspection at any reasonable time to any member of the Board of Trustees. He shall make an accurate and adequate account and report to the Board of Trustees at each of its annual meetings and at such other times as the President or Board of Trustees may require disclosing the financial and fiscal affairs, transactions and position of the corporation. He shall, when necessary and proper, endorse on behalf of the corporation for deposit to the account of the corporation any and all items payable to the corporation. He shall, with the approval of the Board of Trustees, select an appropriate depository or depositories for the corporation's moneys, funds and securities and with the co-signature Of the President or Vice-President or any Trustee designated by the Board of Trustees, draw checks, drafts or orders upon the corporation's bank accounts for proper corporate purposes. He shall have the authority and perform the duties generally had and performed by the Treasurer of a corporation, subject at all times to the direction and control of the Board of Trustees. If the Board of Trustees shall so require, he shall give a bond at the expense of the corporation in such sum and with such security as the Board may direct for the faithful performance of his duties and for the safe-keeping of moneys, funds and securities coming into his possession.
6. The Librarian of the Crete Public Library shall serve as an ex-officio member of the Board of Trustees.
7. In the absence or disability of any officer of the corporation, the Board of Trustees may delegate the duties of any officer to such person or committee as it may deem necessary.
8. Any officer may be removed by the Board of Trustees with or without cause at any time by an affirmative vote of a majority of trustees present at any meeting, and any member of the Board of Trustees may be similarly removed by action of the Board of Trustees.

## Appendix A

### .....1000.1 Library Bill of Rights.....

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Approved by the Intellectual Freedom Committee, January 22, 1980

Adopted by the ALA Council, January 23, 1980.

..... **1000.2 The Freedom to Read** .....

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend.

We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

This is an abbreviated form of a statement originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Publishers Institute to become the Association of American Publishers.

The complete text may be found in the Nebraska Library Association Handbook on Intellectual Freedom May 1972.

..... **1000.3 Freedom to View Statement** .....

A. The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of The United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.



.....1000.4 *Code of Ethics of the American Library Association*.....

- A. As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.
- B. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.
- C. We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.
  - 1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all request.
  - 2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
  - 3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
  - 4. We recognize and respect intellectual property rights.
  - 5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
  - 6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
  - 7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
  - 8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

adopted by the ALA Council  
June 28, 1995

Endorsed by the ALA Council January 10, 1990

..... **1000.5 Confidentiality and Coping with Law Enforcement Inquires**.....

A. Guidelines for the Library Administrator

1. Visits to libraries by law enforcement agents, including FBI, state, county and municipal police, have reached a high level of public awareness and concern, particularly as a result of revelations about the FBI Library Awareness Program. Prompted by inquiries about how to respond to visits by law enforcement officials, the ALA Intellectual Freedom Committee developed the following guidelines. These guidelines should be used with ALA's Policy on Confidentiality of Library Records (attached) and Statement on Professional Ethics (attached) to assist libraries and library employees in dealing with law enforcement inquiries.

B. Fundamental Principles

1. Librarians' professional ethics require that personally identifiable information about library users be kept confidential. This principle is reflected in Article III of the Code of Ethics which ALA adopted in 1981. Article III states: "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed or acquired." This includes borrower registration information.
2. All state library associations have adopted the "Statement on Professional Ethics," which includes the
3. Confidential records should not be made available to any agency of state, federal or local government or any other person (outside the minimum necessary access by library staff), unless a court order requiring disclosure has been entered by a court of competent jurisdiction, after a showing of good cause by the person or agency requesting the records.

C. GENERAL GUIDELINES

1. Confidentiality of library records is a basic principle of librarianship. As a matter of policy or procedure, the library administrator should insure that:
2. The library staff and governing board are familiar with the ALA Policy on Confidentiality.
3. The library staff and governing board are familiar with the state's library confidentiality statute (or attorney general's opinion) if one exists.
4. The library adopts a policy on confidentiality.
5. The library consults legal counsel to make counsel aware of these guidelines.
6. The staff is familiar with the "specific guidelines" which follow.

D. SPECIFIC GUIDELINES

1. Library Procedures Affect Confidentiality
  - a. Law enforcement visits aside, be aware that library operating procedures have an impact on confidentiality. The following are recommendations to bring library procedures into compliance with ALA's Statement on Professional Ethics and Policy on Confidentiality, and internal library confidentiality policies. Confidentiality statutes vary from state to state, but these suggestions may also assist in compliance with the Compliance with FBI requests made without a warrant or court order is strictly voluntary. The library administrator must stress to agents that maintaining professional ethics and complying with state law are principles which are not "voluntarily" surrendered.
  - b. It is illegal to lie to a federal law enforcement officer. Without a court order, however, the FBI has no independent authority to compel cooperation with an investigation or to require answers to questions (other than name and address of the person to whom the agent is speaking). The best thing to say to an agent who has asked for confidential information is, "I'm sorry, but my professional ethics (and state law where applicable) prohibit me from responding to your request."
  - c. Notify the American Library Association's Office for Intellectual Freedom (312-944-6780 or 1-800-545-2433) 50 East Huron Street Chicago, IL 60611.

**....1000.5 Confidentiality and Coping with Law Enforcement Inquires (Continued).....****E. Law Enforcement Visits****1. Recommended steps to take when law enforcement agents visit:**

- a. If a library staff person is approached by a law enforcement agent requesting information on a library user, he/she should immediately ask for identification and refer the agent to the library administrator or responsible officer of the institution.
- b. The library administrator should explain the library's policy or, if lacking an internal one, ALA's confidentiality policy, and the state confidentiality law where applicable. Most important, the library administrator should state that personally identifiable information about library users is not available under any circumstances, except when a proper court order has been presented.
- c. In response to appeals to patriotism (e.g., "a good American wants to help us"), explain that as patriotic, good citizens, library administrators and library staff value First Amendment freedoms and the corresponding privacy rights of library users.

**F. Procedure****1. The library administrator should:**

- a. Meet with the law enforcement agent and a library colleague in the library.
- b. Be cordial, and explain that libraries support the work of law enforcement agencies and their ethical standards are not intended to be obstructionist; rather, affirm the importance of confidentiality of personally identifiable information in the context of First Amendment rights. Should an agent be persistent, state again that information is disclosed only subject to a proper court order, and that the library's governing body firmly supports this policy, and terminate the interview.
- c. Report any threats or coercion to legal counsel. Repeated visits by law enforcement agents who have been informed that records will be released only upon receipt of a proper court order may constitute harassment or other grounds for legal action. Seek the advice of legal counsel on whether relief from such action should be requested from the appropriate court.
- d. Immediately refer any subpoena received to the appropriate legal officer for review. (Sample subpoena attached.) If there is any defect in the subpoena, including its form, the manner in which it was served upon the library, the breadth of its request for documents, or insufficient evidence that a showing of good cause has been made to a court, legal counsel will advise on the proper manner to resist the subpoena.(1)
- e. Repeat the entire process, should the party requesting the information be required to submit a new subpoena. Through legal counsel, insist that any defects in the subpoena be cured before records are released. Insist that the subpoena be limited strictly to require release of only specifically identified records or documents. Together with the library's legal counsel, review any information which may be produced in response to such a subpoena prior to the release of the information. Construe the subpoena strictly and exclude any information which is arguably not covered by a proper subpoena. Ask the court, if disclosure is required, for an order that any information produced be kept strictly confidential and that it be used only for the limited purpose of the particular case at hand. Ask that access to it be restricted to the agents working on the case. Sometimes these terms may be agreed to informally by the party seeking the information, but even if such an agreement is reached, ALA strongly recommends that this agreement be entered as a formal order of the court. If there is such a formal order, anyone breaking the terms of the protective order might be subject to a sanction for contempt of court.
- f. Keep in mind that a polite but firm response is the best way to deflect attempts at persuasion, coercion or misguided appeals to patriotism. When a law enforcement officer realizes that he/she simply will not succeed by such methods, most likely he/she will abandon the effort and take the appropriate course of action by proving to the proper court that he/she has good cause to receive access to such confidential information.
- g. Be prepared to communicate with local news media. Develop a public information statement which may be distributed to interested members of the public and law enforcement officers detailing the principles behind confidentiality. Such a statement should include an explanation of the chilling effect on First Amendment rights which public access to personally identifiable information about library users would cause. Emphasize that the First Amendment protections of free speech and a free press guarantee the corresponding freedom to read what is written, hear what is spoken, and view other forms of expression. The protection of privacy preserves these rights. An individual's reading habits cannot be equated with his or her character or beliefs. The First Amendment does not apply only to pre-approved or popular beliefs. The First Amendment guarantees the right to hold and espouse unpopular beliefs and ideas. The First Amendment protects dissent. The First Amendment protects against the imposition of a state or community-approved orthodoxy as well as an enforced conformity of expression and belief. The First Amendment protects all Americans' rights to read and view information and decide for themselves their points of view and opinions.

**.....1000.5 Confidentiality and Coping with Law Enforcement Inquires (Continued).....**

- h. The freedom to read and to consider all types of information without fear of government or community reprisal or ostracism is crucial to the preservation of a free democratic society. The freedom to read fosters and encourages responsible citizenship and open debate in the marketplace of ideas.
- i. The library is a central resource where information and differing points of view are available. Library users must be free to use the library, its resources and services without government interference.

**G. Endnotes**

1. Usually, a motion for a protective order, or to suppress or quash the subpoena, is the vehicle used to resist. A showing of good cause is normally made in a hearing on such a motion, and the court hearing such a motion will decide whether good cause exists for the subpoena or if it is defective, and will then decide whether or not the library must comply. Be aware that some states require the unsuccessful party on a motion for a protective order or to quash a subpoena to pay the costs for responding to and hearing such a motion. Check with legal counsel on this issue as well.
2. Legal counsel should draft the particular protective language, and the library administrator should review it to be sure it adequately protects the information to be produced.

American Library Association 8/1/89

..... **1000.6 ALA Patriot Act Resolution** .....

RESOLUTION ON THE USA PATRIOT ACT AND RELATED MEASURES THAT INFRINGE  
ON THE RIGHTS OF LIBRARY USERS

WHEREAS, the American Library Association affirms the responsibility of the leaders of the United States to protect and preserve the freedoms that are the foundation of our democracy; and

WHEREAS, libraries are a critical force for promoting the free flow and unimpeded distribution of knowledge and information for individuals, institutions, and communities; and

WHEREAS, the American Library Association holds that suppression of ideas undermines a democratic society; and

WHEREAS, privacy is essential to the exercise of free speech, free thought, and free association; and, in a library, the subject of users' interests should not be examined or scrutinized by others; and

WHEREAS, certain provisions of the USA PATRIOT Act, the revised Attorney General Guidelines to the Federal Bureau of Investigation, and other related measures expand the authority of the federal government to investigate citizens and non-citizens, to engage in surveillance, and to threaten civil rights and liberties guaranteed under the United States Constitution and Bill of Rights; and

WHEREAS, the USA PATRIOT Act and other recently enacted laws, regulations, and guidelines increase the likelihood that the activities of library users, including their use of computers to browse the Web or access e-mail, may be under government surveillance without their knowledge or consent; now, therefore, be it

RESOLVED, that the American Library Association opposes any use of governmental power to suppress the free and open exchange of knowledge and information or to intimidate individuals exercising free inquiry; and, be it further

RESOLVED, that the American Library Association encourages all librarians, library administrators, library governing bodies, and library advocates to educate their users, staff, and communities about the process for compliance with the USA PATRIOT Act and other related measures and about the dangers to individual privacy and the confidentiality of library records resulting from those measures; and, be it further

RESOLVED, that the American Library Association urges librarians everywhere to defend and support user privacy and free and open access to knowledge and information; and, be it further

RESOLVED, that the American Library Association will work with other organizations, as appropriate, to protect the rights of inquiry and free expression; and, be it further

RESOLVED, that the American Library Association will take actions as appropriate to obtain and publicize information about the surveillance of libraries and library users by law enforcement agencies and to assess the impact on library users and their communities; and, be it further

RESOLVED, that the American Library Association urges all libraries to adopt and implement patron privacy and record retention policies that affirm that "the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library" (ALA Privacy: An Interpretation of the Library Bill of Rights); and, be it further

RESOLVED, that the American Library Association considers that sections of the USA PATRIOT ACT are a present danger to the constitutional rights and privacy rights of library users and urges the United States Congress to:

1) provide active oversight of the implementation of the USA PATRIOT Act and other related measures, and the revised Attorney General Guidelines to the Federal Bureau of Investigation;

2) hold hearings to determine the extent of the surveillance on library users and their communities; and 3) amend or change the sections of these laws and the guidelines that threaten or abridge the rights of inquiry and free expression; and, be it further

RESOLVED, that this resolution be forwarded to the President of the United States, to the Attorney General of the United States, to Members of both Houses of Congress, to the library community, and to others as appropriate.

Adopted by the Council of the  
American Library Association  
Philadelphia, PA  
January 29, 2003

..... **1000.7 Interlibrary Loan Code for Nebraska** .....

A. This code is a voluntary agreement adopted by the Nebraska Library Association to govern interlibrary lending among libraries in the state of Nebraska.

B. Introduction:

1. This code is a voluntary agreement adopted by the Nebraska Library Association on October 25, 1990, to govern lending in Nebraska. It is intended to address general policies rather than specific procedures, given the changing nature of technologies and techniques. This code is further intended as a complement, not an impediment, to other resource sharing agreements.
2. Interlibrary loan is recognized as a basic library service for all age and interests, and should be publicized as such to all members of the library's clientele. Lending between libraries is not sanctioned as substitute for local collection development, however, except where cooperative collection agreements are in place.
3. Any library that is able to complete its borrowing request with full bibliographic information and verification, and can locate potential lenders is unrestricted by this code in forwarding that request to the potential lender (s) of its choice. Libraries that further request policy exceptions or special handling, such as telefacsimile delivery may do so as needed by their users. Libraries are encouraged to be as generous as possible in accommodating special requests.
4. Finally, this code holds that interlibrary loan is: 1) in the public interest, and 2) dependent for its success on the mutual cooperation of those involved. Under the terms of this agreement, therefore, libraries should lend as well as borrow materials, with due regard to the difficulty of identifying potential lenders.

C. Definition

1. An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request. The phrase "library materials" is understood to include all formats.

D. Purpose

1. The purpose of interlibrary loan as defined in this code is to obtain library material not available in the local library.

E. Scope

1. Under the terms of this agreement, it is permissible to request on inter-library loan any type of library material which the lending library is willing and able to lend.

F Responsibilities of Borrowing Libraries

1. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand. Borrowing libraries are encouraged to review requests on a regular basis to determine future collection requirements.
2. Borrowing libraries should make every effort to exhaust their own resources before resorting to interlibrary loans.
3. The interlibrary loan staff of each library should be familiar with, and use, relevant manuals and reference sources. Any library without access to the major bibliographic location, verification, and procedure tools may request assistance from their resource library or the Nebraska Library Commission.
4. Standard interlibrary loan forms/formats should be used for all requests, regardless of the means of transmission. Requests may be transmitted via electronic or traditional mail, telefacsimile, telephone, or any other means acceptable to the potential lender (s).

Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.

.....1000.7 Interlibrary Loan Code for Nebraska (Continued).....

6. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all photocopying requests. Both the bibliographic citation and location of the requested material should be described as completely and accurately as possible following accepted bibliographic practices. If either their citation or the location cannot be verified, libraries should so indicate in their request and include information about the original source of citation. Any library needing assistance with verification, location and/or procedures may enlist the aid of their resource library or the Nebraska Library Commission. If verification is disregarded, or the bibliographic data are incorrect, and unless special agreement otherwise provides, the lending library may return the request unfilled without special effort to identify the reference.
7. Lenders should be chosen equitably so as not to place the undue demand on a limited number of suppliers. Libraries should attempt to spread their borrowing requests across a large number of libraries, with due consideration given to accepted practice or consortia agreements.
8. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preferences of the lending library.
9. All requests and shipments shall be conspicuously labeled "Interlibrary Loan" on the outside of the package. Inside the packaging the loaned material itself shall be clearly identified. Such information should include the name of the lending library, borrowing library and/or patron, ILL control number or other identifying number appearing on the original request, and the due date.
10. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original material would result.
11. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

G. Responsibilities of Lending Libraries

1. The decision to loan material, or to accommodate policy exceptions and special handling, is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele. Whenever possible, this will include the loan of non-book materials.
2. Lending libraries are encouraged to establish uniform policies regarding issues such as charges, page limits and renewals that conform to generally accepted practice or consortia agreements.
3. Each Nebraska library should formulate an ILL policy statement. This statement should be available at the library upon request and a copy should be forwarded to the Nebraska Library Commission. The Nebraska Library Commission will maintain a file of all interlibrary loan policy statements which become available to the Commission from libraries outside the state, as well as from Nebraska libraries. In addition, the Commission will produce an interlibrary loan directory of Nebraska.
4. The lending library should process requests promptly, and notify borrows as soon as possible if unable to supply the material. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request. Stating the reason for not filling the request is optional unless:
  - a. The borrower has not indicated copyright compliance;
  - b. The item cannot be located as cited; or
  - c. The borrower must meet certain conditions for the loan.
5. All requests and shipments shall be conspicuously labeled "Interlibrary Loan" on the outside of the package. Inside the packaging, the loaned material itself must be clearly identified. Such information should include the names of the borrowing and lending libraries, the ILL control number or any other identifying number appearing on the original request, and the due date.
6. Before restricting borrowing privileges to a library, the lending library is responsible for informing the borrowing library of the reason for the restriction or suspension.

.....**1000.7 Interlibrary Loan Code for Nebraska (Continued)**.....

H. Expenses

1. The borrowing library should be prepared to assume any costs charged by the lending library and should attempt to anticipate charges and authorize a maximum cost on the initial request. Libraries are encouraged to offer free or low cost interlibrary loans whenever possible.
2. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

I. Duration of Loan

1. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit. The loan period shall be clearly indicated on the interlibrary loan form and on the library material. Borrowing libraries should encourage their users to use materials within the time period allowed.
2. Interlibrary loan material should be returned promptly.
3. A renewal request should be sent in time to reach the lending library not later than the due date. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan is granted. Lending libraries are responsible for informing borrowers at the time of the request is filled if an item cannot be renewed. Borrowing libraries should in turn inform their users of renewal restrictions.
4. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

J. Violation of Code

1. Each library is responsible for maintaining the provisions of this code in good faith.
2. requirements of such statutes: For example, avoid unnecessary records. Think twice before committing a name to a written record.
3. Check with your local governing body to see if the city, county, school board, or other agencies set a time limit on record keeping, then determine what it should be for the library, and destroy records as soon as possible.
4. If your library uses names on borrower cards, consider using numbers or blacking out the names.
5. Be aware of information on public view owing to library procedure; e.g., overdue notices or filled-request notices mailed on postcards, names of patrons with overdues posted by the circulation desk, or titles of interlibrary loan or reserve requests provided over the telephone to family members.



**1001 Appendix B**

**1001.1**

**Application for Use of Meeting Room**

Please complete this form and return to the check-out desk.

Date: \_\_\_\_\_

Name of organization: \_\_\_\_\_  
\_\_\_\_\_

Person reserving  
room: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date and time of meeting: \_\_\_\_\_

Estimated attendance at the meeting: \_\_\_\_\_

Meeting room to be used for: \_\_\_\_\_

*The library does have a VCR and television available. Please advise staff if you will need to use this equipment.*

1001.2

## Volunteer Application Form

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_ Summer Reading volunteer

\_\_\_\_\_ Other (Completed \_\_\_\_\_ )

### Work Experience:

*Include volunteer work here also.*

### Days and Times Available:

### Volunteer jobs we may ask you to do (please check your preferences):

\_\_\_\_\_ Reading shelves

\_\_\_\_\_ Shelving books/straightening shelves

\_\_\_\_\_ Processing books

\_\_\_\_\_ Cleaning or yard work (dusting shelves, raking leaves, etc.)

Can you type? \_\_\_Yes \_\_\_No

Computer experience \_\_\_Yes \_\_\_No

### FOR OFFICE USE:

Today's Date

Date Began

**1001.3****Accident/Incident Report**

Please complete and give to the library director whenever an accident/incident occurs. Each staff member involved in this situation should complete a separate form.

Staff Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Person's name, address and phone number:

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Date and time of accident/incident: \_\_\_\_\_

Location: \_\_\_\_\_

Witnesses:

Name, address and phone number: \_\_\_\_\_

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Who was notified: (family member, police, rescue unit, etc.):

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Please write a clear and complete description of what happened, including a diagram of where it happened (inside or outside of the building, etc.) Include any factors that you think may have contributed to the event.

**Appendix B**

**1001.4**

**Request for Reconsideration of Library Material**

Date\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone number\_\_\_\_\_

**Complainant Represents (please circle)**

Self

Group/Organization

(Please list name of group)\_\_\_\_\_

**Please circle type of material**

Book

Periodical

Pamphlet

Cassette

Video

DVD

CD

Other\_\_\_\_\_

Title\_\_\_\_\_

Author\_\_\_\_\_

Date of publication\_\_\_\_\_

Nature of complaint:

**Appendix B**

**1001.5**

**Crete Public Library Board Agenda**  
**Library Meeting Room**

**The Library has posted a copy of the open meetings act, laws of the state of Nebraska, by the door in the small, downstairs meeting room.**

- 1. Roll Call:**
- 2. Reports:**
  - a. Approval of Minutes**
  - b. Regular Budget**
  - c. Approval of bills as presented**
- 3. Friends of the Library:**
- 4. Director**
- 5. Communications:**
- 6. Personnel:**
- 7. Building and equipment concerns:**
- 8. State Reports & Programs:**
- 9. Calendar Events:**
- 10. Miscellaneous &/or New Business:**